

[TO BE PRINTED ON GREEN PAPER – ATTACH TO EACH PETITION REQUESTING THE APPLICATION OF
A LOCAL PUBLIC QUESTION PROCESS COUNTERPART]

INSTRUCTIONS RELATIVE TO CIRCULATION OF PETITION REQUESTING THE APPLICATION OF A LOCAL PUBLIC QUESTION PROCESS

[Insert Project Description]

1. The person who circulates a petition form requesting the application of a local public question process form for the purpose of obtaining signatures must be an owner of real estate located in or a registered voter in _____ [Insert Name of Taxing Unit] _____, _____ County, Indiana.
2. The person who circulates each petition requesting the application of a local public question process form must sign the verifying affidavit at the end of that form and must sign a petition requesting the application of a local public question process form. The best practice is for the carrier to sign the petition requesting the application of a local public question process form on the first line. It is essential that the verifying affidavit be completed and signed after signatures have been obtained, before a notary public and that the notary public block also be completed before the petition requesting the application of a local public question process form is filed with the _____ [Insert Name of County] _____ County Voter Registration Office.
3. One person can pick up multiple petitions requesting the application of a local public question process forms from the voter registration office. However, each counterpart may be circulated by only one person and therefore cannot be passed around from one person to another for circulation.
4. The signatures on each petition requesting the application of a local public question process form must be made in the presence of the person who circulates the form and signs the verifying affidavit.
5. Qualified signers are either owners of real estate located in or registered voters in _____ [Insert Name of Taxing Unit] _____, _____ County, Indiana, as shown by the voter registration records or the real property tax records in the County Auditor's office.
6. One person cannot sign for another. A husband and wife owning real estate jointly are each qualified signers, and it is not necessary for each to sign in order for the other to constitute a valid signer; however, each must sign separately if the signatures are to be counted as two separate signatures.

An individual signing as a registered voter must have been a registered voter in _____ [Insert Name of Taxing Unit] _____, _____ County on the date the county voter registration makes the determination regarding whether the person who signed the petition is a registered voter.

7. All names should be written and printed neatly, and as they appear on the voter registration records or tax records in the County as nearly as possible.
8. Each signature must be dated the date it is applied to the petition requesting the application of a local public question process form.

9. Additional signatures or signature pages may not be added to the petition requesting the application of a local public question process form.
10. After a carrier has finished circulating a counterpart and before submitting it to the voter registration office, the carrier must swear or affirm before a notary public that the carrier witnessed each signature and is executing the verifying affidavit.
11. The completed petition requesting the application of a local public question process form including the verifying affidavit must be submitted to the voter registration office.
12. No petition requesting the application of a local public question process form will be accepted by the voter registration office after _____ p.m. on _____, _____.

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